

# Change Request Form

<b>1. IAE CR#</b> <i>(IAE will assign)</i>	<b>2. Short Title of Change Request:</b>		
<b>3. Date Submitted to IAE:</b>	<b>4. Submitter:</b> <i>(Include Email/Phone):</i>		
<b>5. Preparer(s) of Change Request:</b> <i>(Include Email/Phone):</i>			
<b>6. For What System:</b>			
<b>7. Project Manager:</b> (Name/Email/ Phone)			
<b>8. Other Known IAE System (s) Impacted:</b>			
<b>9. Project Manager Tracking Number</b> <i>(for reference purposes):</i>			
<b>Requestor Information</b>			
<b>10. Requestor of Change:</b> (Name/Title/Agency)			
<b>11. Requestor Phone/Email:</b> Phone:                      Email:			
<b>12. Requestor Tracking Number</b> <i>(recommended):</i>			
<b>Multi-system Impact Checklist</b> <i>(Check Yes/No and give brief explanation)</i>			
<b>13. Will this change affect data (elements) in any way, (create/modify/delete)? This includes, but is not limited to, names, formats, patterns, code lists, etc.</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>
<b>14. Is this change a result of a policy/regulatory/statutory requirement change?</b> <i>(See Definitions at end of this section)</i>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>
<b>15. Will this change alter the interface your system uses to connect to other systems (e.g., IP address, firewall, security)?</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>
<b>16. Does this change affect the Business Process?</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>

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<b>17. Does this change have any known dependencies (other CR's, policy effective dates, etc.)?</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>  
<b>18. Is this change out of scope, i.e., out of shared system budget, or does it impact policy?</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>  

**Question #14 Definitions:**

- Statute** - a law enacted by the *Legislative Branch* of the government
- Regulation** - *a*: an authoritative rule dealing with details or procedure <safety regulations> *b*: a rule or order issued by an executive authority or regulatory agency of a government and having the force of law. Example: **Federal Acquisition Regulations**.
- Policy** - *a*: a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions *b*: a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body. Generally conveyed via *Memoranda* from the Secretary, Administrator or other Department head.

**Proposal**

<b>19. System Priority:</b>	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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<b>20. Description of Current Problem:</b>
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<b>21. Proposed Change:</b>
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<b>22. Will this Change require a new Policy, Regulation, or Statute?</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>  
<b>23. Will this Change require a Modification to an existing Policy, Regulation, or Statute?</b>	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input type="checkbox"/>	<b>Explain Briefly</b>  

**Notifications**

<b>Stakeholders</b>	<b>24. What does each need to know?</b>	<b>25. How much notice (lead time) does each need to have?</b>
Contracting Officer		
Contracting Writing System (CWS) Vendor		
Senior Management		

## Change Request Form

Vendors		
Registrants		
Extract Users		
Other (Finance, Grants, etc.)		
<b><sup>26.</sup> <u>MANDATORY:</u> Estimated Cost Assessment of Change for Your System</b> <i>(List Total Cost amount, Total Labor Hours, and Total Elapsed Time to develop and implement. Detailed explanations are requested in the Technical Analysis):</i>		
<b><sup>27.</sup> Additional Remarks:</b>		

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<b>IAE Use Only</b>		
<b>26. IAE CCB Decision:</b>  <b>Approved:</b> <input type="checkbox"/> <b>Date:</b>	<b>27.</b>  <b>Rejected:</b> <input type="checkbox"/> <b>Date:</b> <b>Reason:</b>	<b>28.</b>  <b>Deferred:</b> <input type="checkbox"/> <b>Date:</b> <b>Deferred To Date:</b> <b>Reason:</b>
<b>29. IAE CCB Chair:</b>		
<b>ACE Approval Required (If Budget or Scope Impact):</b>		
<b>30. ACE Decision:</b>  <b>Approved:</b> <input type="checkbox"/> <b>Date:</b>	<b>31.</b>  <b>Rejected:</b> <input type="checkbox"/> <b>Date:</b> <b>Reason:</b>	<b>32.</b>  <b>Deferred:</b> <input type="checkbox"/> <b>Date:</b> <b>Deferred To Date:</b> <b>Reason:</b>
<b>33. ACE Chair:</b>		
<b>Close Out</b>		
<b>Item</b>	<b>Date</b>	
<b>34. In Production:</b>		
<b>35. Requirements Update Received:</b>		
<b>36. Business Architecture Updated:</b>		
<b>37. Data Element Added to Vocabulary:</b>		
<b>38. XML Scheme Update Provided:</b>		
<b>39. Notifications Completed:</b>		